

Document Submittal List for Tenant Improvements

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1. Document Submittal List

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| A. Drawings (3) sets of: | <ol style="list-style-type: none"> 1. Key Plan for Location within Building 2. Plot Plan 3. Architectural Plan – Floor Plan
 Exterior Elevations 4. Structural – Foundation Plan
 Floor and Roof Plan
 Truss Information
 Cross Section
 Structural Framing Details * 5. HVAC Plan * 6. Electrical Plan * 7. Plumbing Plan |
| B. Calculations (2) sets of: | <ol style="list-style-type: none"> 1. Structural Calculations 2. Title 24 Energy Calculations and Forms 3. Specifications for Assemblies and Equipment Proposed |
| C. Other Documents | <ol style="list-style-type: none"> 1. Hazardous Material Declaration (AB 3205) 2. High Pile Racks (if any) 3. Use Declaration Form(s) Available at Planning Department |

2. Information to be Included on Documents

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| A. Key Plan | <ol style="list-style-type: none"> 1. Location of T.I. within Space 2. Path of Travel to Exits 3. Path of Travel to Main Entrance for Limited Access Persons |
| B. Plot Plan | <ol style="list-style-type: none"> 1. Lot Dimension 2. Building Footprint with all Projections and Dimensions to Property Lines 3. North Arrow 4. Parking Layout and Driveway Locations 5. New Sidewalks and Door Locations |
| C. Architectural and Structural Plans | <ol style="list-style-type: none"> 1. Foundation Plan 2. Floor Framing Plan (existing layout and proposed improvements) 3. Roof Framing Plan 4. Architectural Floor Plans (Assembly Seating Plan) 5. Exterior Elevations 6. Structural Material Specifications 7. Structural and Architectural Details 8. Typical Cross Sections in Each Direction (where necessary) 9. Calculations and Details for Storage Racks Over 8 feet 10. Reflected Ceiling Plans |
| D. HVAC, Plumbing, and Electrical Plans | <ol style="list-style-type: none"> 1. Plumbing Fixture and Single Line Schematics with Pipe Size Calculations 2. Location of HVAC Equipment, Duct Location and Layout and Fire Dampers
Roof Penetration Details and Specifications for Equipment |

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| | <ol style="list-style-type: none"> 3. Outlets, Fixtures, Switches, Service Panels with Size and Ground and Subpanels 4. Sprinkler Plan and Hydraulic Calculations Submitted for Sprinklered Building |
| E. Title 24-Energy | <ol style="list-style-type: none"> 1. Form CF-1 with All Required Signatures 2. Complete Documentation Based on Scope of Work 3. Print CF-1 on Drawings 4. List Relevant Mandatory Features, or Print Complete MF-1 on Drawings |
| F. Information | <ol style="list-style-type: none"> 1. Wet Sign on All Documents by Document Maker 2. Name, Title, Address, Phone of Design Professional 3. Address of Property and Name, Address, Phone of the Property Owner 4. Cover Sheet Information <ol style="list-style-type: none"> a. Applicable Codes b. Description and Type of Work c. Occupancy and Type of Construction d. Allowable Area Calculations e. Gross Tenant Area (by Floor) f. Index of Drawings |
| # G. Structural and Architectural Details | <ol style="list-style-type: none"> 1. Window: Head, Jamb and Sill Heights 2. Exterior Door: Head, Jamb and Threshold 3. Flashing: Vertical Junctures of Materials 4. Footing, Piers and Grade Beams 5. Post and Girder Intersections 6. Roof: Eaves, Overhangs, Rakes and Gables 7. Floor Changes (i.e., Slab to Wood Frame) 8. Handrails, Guardrails, and Support Details 9. Structural Section with Details at Foundation, Floor and Roof Levels 10. Details of all Fire Rated Assemblies, including Flame Spread of Finish Materials 11. Section of Fire Rated Corridor 12. Scale for All Drawings 13. Ceiling Details |
| # H. Separate Plans & Permits Required for the Following Types of Work | <ol style="list-style-type: none"> 1. Assembly Areas (with occupant load greater than 50 persons) 2. High Piled Storage Areas (commodities as regulated by the Fire Code) 3. Fire Alarm/Smoke Detection Systems. 4. Flammable Liquid Storage Areas, Compressed Gases 5. Spray Booths 6. Automatic Fire Sprinklers/Extinguishing Systems |

(*) Plans can be combined for simple buildings, if clarity is maintained.

(#) This is not a complete list of all required submittals, may require additional information(s) after plan review.